

# California Energy Commission



**CLASSIFICATION:** Associate Energy Specialist (Efficiency)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$4,400 – \$5,309

**LOCATION:** Efficiency Division  
Local Assistance and Financing Office, Sacramento, CA

**FINAL FILING DATE:** Until Filled

The California Energy Commission's Local Assistance and Financing Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9<sup>th</sup> Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

**DUTIES/RESPONSIBILITIES:** The Associate Energy Specialist (EFF) independently performs responsible, varied and complex technical and analytical work. Responsibilities include, but are not limited, to the following:

- Independently perform technical and analytical work to support the Energy Efficiency and Conservation Block Grant (EECBG) Program, Energy Conservation Assistance Act (ECAA) and the State Energy Program (SEP). Work with staff, applicants and contractors to assist in evaluating projects submitted by municipal, county, and eligible partnerships for state or federally funded loans and grants under EECBG and/or SEP funding.
- Manage grants, loans and contracts. As grant/loan/contract manager, responsibilities will include preparing documents, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.
- Provide technical and administrative assistance to interested government, public agency, and other organization when needed. Review of subject matter technical analyses and evaluations of proposed energy efficiency grants through the Energy Efficiency and Conservation Block Grant Program, State Energy Program or ECAA.

- Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies.
- Perform other related duties as required consistent with the specification of this classification.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects
- Strong written and verbal communication skills

**WORKING CONDITIONS:** Work is performed indoors in an office setting.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #440-281 and Position #4400-4938-xxx the explanation section of the STD. 678.**

**PLEASE NOTE:** *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Personnel Services  
Attn: RPA# 440-281  
1516 Ninth Street, M.S. #3  
Sacramento, CA 95814  
(916) 653-4521  
[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)

**California Relay (Telephone) Service for the  
Deaf or Hearing-Impaired**  
From TDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922